

# Standard Questionnaires and Financial Statement for Bidders

For use in investigating the qualifications of bidders on public works contracts when the aggregate cost of such contract will be a hundred thousand dollars (\$100,000) or more. This form may be used for any other contract when the ordering department requests it.

These statements are to be submitted under oath by each bidder with and as a part of the bid.

NOTE: THIS FORM BECOMES PART OF THE BID FILE, AND PURSUANT TO INDIANA'S PUBLIC RECORDS LAW (IND. CODE SS5-14-3-1-5-14-3-10), WILL BE AVAILABLE FOR PUBLIC INSPECTION AND COPYING DURING CENTRAL PURCHASING'S REGULAR BUSINESS HOURS WHEN THE TOTAL CONTRACT PRICE EXCEEDS \$100,000.

Submitted to: City of Indianapolis, Central Purchasing

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Representative: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

## TO THE BIDDER:

These forms, required by the City of Indianapolis and Marion County, Indiana, have been prescribed by the State Board of Accounts.

They properly filled out and attested, must accompany each bid of a hundred thousand dollars (\$100,000), or more. If the ordering department requests it, they may be required for bids of lesser amounts as well.

The forms are designed to cover all public work Contracts/all other applicable situations and the bidder is required to answer such questions as are pertinent to the work being bid/R.F.Q. The purpose of the questionnaire is to enable the awarding body to determine the qualifications of the bidder to carry out successfully the contract if the same is awarded to the bidder.

The bidder will find it to his advantage to answer fully all questions coming within the range of the work being bid. Particular attention should be given to the "Financial Statement" and the details relative to the assets and liabilities set out. This form is made in extensive detail so that the bidder may explain his assets and liabilities in proper sequence and in a uniform manner. NOTE; FAILURE TO FILL OUT THESE FORMS COMPLETELY MAY BE GROUNDS FOR DECLARING THE ENTIRE BID NON-RESPONSIVE.

Submitted by \_\_\_\_\_

Principal Office at \_\_\_\_\_

To \_\_\_\_\_

☐ A Corporation  
☐ A Co-partnership  
☐ An Individual

## EXPERIENCE QUESTIONNAIRE

The signatory of this questionnaire guarantees the truth and accuracy of all statements and of all answers to interrogatories hereinafter made.

1. How many years has your organization been in business as a general contractor under your present business name? \_\_\_\_\_
2. How many years' experience in \_\_\_\_\_ construction work has your organization had:  
 (a) As a general contractor \_\_\_\_\_ (b) as a sub-contractor \_\_\_\_\_
3. What projects has your organization completed?

CONTRACT AMOUNT	CLASS OF WORK	WHEN COMPLETED	NAME AND ADDRESS OF OWNER

3A What projects has your organization now in process of construction?

CONTRACT AMOUNT	CLASS OF WORK	WHEN TO BE COMPLETED	NAME AND ADDRESS OF OWNER

4. Have you ever failed to complete any work awarded to you? \_\_\_\_\_ If so, where and why?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Has any officer or partner of your organization ever been an officer or partner of some other organization that failed to complete a construction contract? \_\_\_\_\_ If so, state name of individual, other organization and reason therefor.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Has any officer or partner of your organization ever failed to complete a construction contract handled in his own name? \_\_\_\_\_ If so, state name of individual, name of owner and therefor. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. In what other lines of business are you financially interested? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. For what corporation or individuals have you performed work, and to whom do you refer? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
9. For what cities have you performed work and to whom do you refer? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
10. For what countries have you performed work and to whom do you refer? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
11. For what State bureaus or departments have you performed work and to whom do you refer? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
12. Have you ever performed any work for the U.S. Government? \_\_\_\_\_  
 If so, when and to whom do you refer? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
13. What is the construction experience of the principal individual of your organization?

INDIVIDUAL'S NAME	PRESENT POSITION OR OFFICE	YEARS OF CONSTRUCTION EXPERIENCE	MAGNITUDE AND TYPE OF WORK	IN WHAT CAPACITY

## PLAN AND EQUIPMENT QUESTIONNAIRE

**The signatory of this questionnaire guarantees the truth and accuracy of all statements and of all answers to interrogatories hereinafter made.**

1. In what manner have you inspected this proposed work? Explain in detail.

---

---

---

2. Explain your plan or layout for performing the proposed work \_\_\_\_\_

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

3. The work, if awarded to you, will have the personal supervision of whom? \_\_\_\_\_

Do you intend to do the hauling on the proposed work with your own forces? \_\_\_\_\_

If so, give amount and type of equipment used \_\_\_\_\_

\_\_\_\_\_

- \*4. Do you intend to do the hauling on the proposed work with your own forces? \_\_\_\_\_

If so, give amount and type of equipment used \_\_\_\_\_

---

- \*5. If you intend to sublet the hauling or perform it through an agent, state amount of sub-contract or agent's contract, and if known, the name and address of sub-contractor or agent, amount and type of his equipment and financial responsibility \_\_\_\_\_

---

---

---

---

\* Items 4, 5, 6, and 7 may not be applicable in all building contracts; if not, omit.

- \* 6. Do you intend to do the grading on the proposed work with your own forces? \_\_\_\_\_  
 If so, give type of equipment to be used \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- \* 7. If you intend to sublet the grading or perform it through an agent, state amount of subcontract or agent's contract, and if known, the name and address of sub-contractor or agent, amount and type of his equipment and financial responsibility. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. Do you intend to sublet any other portions of the work? \_\_\_\_\_  
 If so, state amount of sub-contract, and if known, the name and address of the sub-contractor, whether subcontract is a minority and/or women's business enterprise, amount, and type of his equipment and financial responsibility. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
9. From which sub-contractors or agents do you expect to require a bond? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
10. What equipment do you own that is available for the proposed work?

QUANTITY	ITEM	DESCRIPTION, SIZE CAPACITY, ETC.	CONDITION	YEARS OF SERVICE	PRESENT LOCATION

11. What equipment do you intend to purchase for use on the proposed work, should the contract be awarded to you?

QUANTITY	ITEM	DESCRIPTION, SIZE, CAPACITY, ETC.	APPROXIMATE COST

12. How and when will you pay for the equipment to be purchased? \_\_\_\_\_

\_\_\_\_\_

13. Do you propose to rent any equipment for this work? \_\_\_\_\_ if so, state type, quantity and reasons for renting.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Have you made contracts or received firm offers for all materials within prices used in preparing your proposal? Do not give names of dealers or manufacturers \_\_\_\_\_

\_\_\_\_\_

15. List all permits, licenses, or registrations, which you have and are required by law to maintain in order to bid on this work. Please include the type of the permit, license, or registration; the name of the issuing entity; the number of the licenses, permit, or registration; and the expiration date. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Name of Organization)  
By \_\_\_\_\_

STATE OF \_\_\_\_\_  
(Title of Person Signing)

COUNTY OF \_\_\_\_\_, SS:  
\_\_\_\_\_  
Being duly sworn, deposes and says that he is  
\_\_\_\_\_ of the above \_\_\_\_\_  
\_\_\_\_\_ of the above \_\_\_\_\_  
(Name of Organization)

and that the answers to the questions in the foregoing questionnaires and all statements therein contained are true and correct.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission expires \_\_\_\_\_  
\_\_\_\_\_  
Notary Public

# CONTRACTOR'S FINANCIAL STATEMENT

Submitted by \_\_\_\_\_

{

☐ A Corporation  
☐ A Co-partnership  
☐ An Individual

Principal Office at \_\_\_\_\_

To \_\_\_\_\_

Condition at close of business \_\_\_\_\_ 20\_\_\_\_

					Dollars		Cts.
ASSETS							
1. Cash: (a) On Hand \$ _____, (b) In bank \$ _____, (c) Elsewhere \$ _____							
2. Notes receivable (a) Due within 90 days _____							
(b) Due after 90 days _____							
(c) Past Due _____							
3. Accounts receivable from completed contracts, exclusive of claims not approved for payment _____							
4. Sums earned on uncompleted contracts as shown by engineer's or architect's estimate _____							
(a) Amount receivable after deducting retainage _____							
(b) Retainage to date, due upon completion of contracts _____							
5. Accounts receivable from sources other than construction contracts _____							
6. Deposits for bids or other guarantees: (a) Recoverable within 90 days _____							
(b) Recoverable after 90 days _____							
7. Interest accrued on loans, securities, etc. _____							
8. Real Estate: (a) Used for business purposes _____							
(b) Not used for business purposes _____							
9. Stocks and bonds: (a) Listed - - present market value _____							
(b) Unlisted - - present value _____							
10. Materials in stock included in Item 4 (a) For uncompleted contracts (present value) _____							
(b) Other materials (present value) _____							
11. Equipment, book value _____							
12. Furniture and fixtures, book value _____							
13. Other Assets _____							
Total assets _____							

## LIABILITIES

		Dollars				Cts.	
1. Notes payable	(a) To banks regular _____						
	(b) To banks for certified checks _____						
	(c) To others for equipment obligations _____						
	(d) To others exclusive of equipment obligations _____						
2. Accounts payable	(a) Not past due _____						
	(b) Past due _____						
3. Real estate encumbrances	_____						
4. Other liabilities	_____						
5. Reserves	_____						
6. Capital stock paid up:	(a) Common _____						
	(b) Common _____						
	(c) Preferred _____						
	(d) Preferred _____						
7. Surplus (net worth)	_____						
Total liabilities							

## CONTINGENT LIABILITIES

1. Liability on notes receivable, discounted or sold	_____						
2. Liability on accounts receivable, pledged, assigned or sold	_____						
3. Liability as bondsman	_____						
4. Liability as guarantor on contracts or on accounts of others	_____						
5. Other contingent liabilities	_____						
Total contingent liabilities							

## DETAILS RELATIVE TO ASSETS

<b>1</b>	<b>Cash</b>	(a) on hand _____ \$ _____ (b) deposited in banks named below _____ (c) elsewhere - - (State where) _____
----------	-------------	---

NAME OF BANK	LOCATION	DEPOSIT IN NAME OF	AMOUNT

<b>2*</b>	<b>Notes Receivable</b>	(a) due within 90 days _____ \$ _____ (b) due after 90 days _____ (c) past due _____
-----------	-------------------------	--

RECEIVABLE FROM: NAME AND ADDRESS	FOR WHAT	DATE OF MATURITY	HOW SECURED	AMOUNT

Have any of the above been discounted or sold? \_\_\_\_\_ If so, state amount, to whom, and reason \_\_\_\_\_

<b>3*</b>	<b>Accounts receivable</b> from completed contracts exclusive of claims not approved for payment	\$ _____
-----------	--	----------

NAME AND ADDRESS OF OWNER	NATURE OF CONTRACT	AMOUNT OF CONTRACT	AMOUNT RECEIVABLE

Have any of the above been assigned, sold, or pledged? \_\_\_\_\_ If so, state amount, to whom and reason \_\_\_\_\_

<b>4*</b>	<b>Sums earned on uncompleted contracts, as shown by engineer's or architect's estimate:</b> (a) Amount receivable after deducting retainage _____ \$ _____ (b) Retainage to date due upon completion of contract _____
-----------	---

DESIGNATION OF CONTRACT AND NAME AND ADDRESS OF OWNER	AMOUNT OF CONTRACT	AMOUNT EARNED	AMOUNT RECEIVED	RETAINAGE WHEN DUE	AMOUNT	AMOUNT EXCLUSIVE OF RETAINAGE

Have any of the above been sold, assigned, or pledged? \_\_\_\_\_ If so, state amount, to whom, and reason \_\_\_\_\_

\*List separately each item amounting to 10 percent or more of the total and combine the remainder.

# DETAILS RELATIVE TO ASSETS (continued)

<b>5*</b>	<b>Accounts receivable not from construction contracts</b> _____ \$ _____		
RECEIVABLE: NAME AND ADDRESS	FOR WHAT	WHEN DUE	AMOUNT

What amount, if any, is past due \_\_\_\_\_ \$ \_\_\_\_\_

<b>6</b>	<b>Deposits with bids or otherwise as guarantees</b> _____ \$ _____		
DEPOSITED WITH: NAME AND ADDRESS	FOR WHAT	WHEN RECOVERABLE	AMOUNT

<b>7</b>	<b>Interest accrued on loans, securities, etc.</b> _____ \$ _____		
ON WHAT ACCRUED	TO BE PAID WHEN		AMOUNT

<b>8*</b>	<b>Real estate</b> (a) Used for business purposes _____ \$ _____		
	<b>Book value</b> (b) Not used for business purposes _____ \$ _____		
DESCRIPTION OF PROPERTY	<u>IMPROVEMENTS</u>		TOTAL BOOK VALUE
	NATURE OF IMPROVEMENTS	BOOK VALUE	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
LOCATION	HELD IN WHOSE NAME	ASSESSED VALUE	AMOUNT OF ENCUMBERANCES
1.			
2.			
3.			
4.			
5.			
6.			
7.			

\* List separately each item amounting to 10 percent or more of the total and combine the remainder.

## DETAILS RELATIVE TO ASSETS (continued)

<b>9</b>	<b>Stocks and bonds</b>	(a) Listed - - present market value _____ \$ _____ (b) Unlisted - - present value _____
----------	-------------------------	--

DESCRIPTION	ISSUING COMPANY	LAST INT. OR DIV PAID DATE	%	PAR VALUE	PRESENT MARKET VALUE	QUAN- TITY	AMOUNT
1.							
2.							
3.							
4.							
5.							
6.							
7.							

  

WHO HAS POSSESSION	IF ANY ARE PLEDGED OR IN ESCROW, STATE FOR WHOM AND REASON	AMOUNT PLEDGED OR IN ESCROW
1.		
2.		
3.		
4.		
5.		
6.		
7.		

<b>10</b>	<b>Materials in stock and not included in Item 4, Assets:</b> (a) For use on uncompleted contracts (present value) _____ \$ _____ (b) Other materials (present value) _____
-----------	---

DESCRIPTION OF MATERIAL	QUANTITY	PRESENT VALUE	
		FOR UNCOM- PLETED CONTRACTS	OTHER MATERIALS

<b>11</b>	<b>Equipment at book value</b> _____ \$ _____
-----------	---

QUAN- TITY	DESCRIPTION AND CAPACITY OF ITEMS	AGE OF ITEMS	PURCHASE PRICE	DEPRECIATION CHARGED OFF	BOOK VALUE

Are there any liens against the above? \_\_\_\_\_ If so, state total amount \_\_\_\_\_ \$ \_\_\_\_\_

\* If two or more items are lumped above, give the sum of their ages.

### DETAILS RELATIVE TO ASSETS (continued)

<b>12</b>	Furniture and fixtures at book value _____	\$ _____
<b>13</b>	Other Assets _____	\$ _____

DESCRIPTION	AMOUNT
TOTAL ASSETS \$	

### DETAILS RELATIVE TO LIABILITIES

<b>1</b>	<b>Notes payable</b> (a) To banks, regular _____ \$ _____ (b) To banks for certified checks _____ (c) To others for equipment obligations _____ (d) To others exclusive of equipment obligations _____	
----------	---	--

TO WHOM: NAME AND ADDRESS	WHAT SECURITY	WHEN DUE	AMOUNT

<b>2</b>	<b>Accounts payable</b> (a) Not past due _____ \$ _____ (b) Past Due _____	
----------	---	--

TO WHOM: NAME AND ADDRESS	FOR WHAT	DATE PAYABLE	AMOUNT

<b>3</b>	Real estate encumbrances (see Item 8, Assets) _____	\$ _____
----------	---	----------

<b>4</b>	Other liabilities _____	\$ _____
----------	-------------------------	----------

DESCRIPTION	AMOUNT

<b>5</b>	Reserves _____	\$ _____
----------	----------------	----------

INTEREST	INSURANCE	BLDGS. & FIXT.	PLANT DEPR.	TAXES	BAD DEBTS		
\$	\$	\$	\$	\$	\$	\$	\$

<b>6</b>	<b>Capital stock paid up</b> (a) Common _____ \$ _____ (b) Preferred _____	
----------	---	--

<b>7</b>	Surplus _____	\$ _____
----------	---------------	----------

TOTAL LIABILITIES \$	
----------------------	--

**If a corporation answer this:**

Amount for which incorporated \_\_\_\_\_ \$ \_\_\_\_\_

Capital paid in cash \_\_\_\_\_ \$ \_\_\_\_\_

When incorporated \_\_\_\_\_

In what state \_\_\_\_\_

Names and titles of all persons having authority to execute and receipt estimate vouchers and to conduct other business for the corporation, including its officers, the signatures of whom are legally binding.

---

---

---

---

Do you have necessary "certificate of existence" (or certificate of authorization for a foreign corporation) to transact corporate business in this state, under the terms of Public Law 149, Acts of 1986, and acts amendatory thereto? \_\_\_\_\_

---

---

**If a co-partnership answer this:**

Date of organization \_\_\_\_\_

State whether co-partnership is general, limited or association \_\_\_\_\_

Give the names, addresses and proportional interests of all parties:

Name	Address	Share
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

The name of the partnership firm under which the above partners are operating is \_\_\_\_\_

---

---

Give names and titles of all having authority to execute and receipt estimate vouchers and to conduct other business for the partnership, the signatures of whom are legally binding.

---

---

---

---

The undersigned hereby declares that the foregoing is a true statement of the financial condition of the individual, co-partnership, or corporation herein first named, as of the date herein first given; that this statement is for the express purpose of inducing the party to whom it is submitted to award the submitter a contract; and that any depository, vendor or other agency herein named is hereby authorized to supply such party with any information necessary to verify this statement.

NOTE: A co-partnership must give firm name and signatures of all partners. A corporation must give full corporate name, signature of official and affix corporate seal.

---

#### Affidavit for Individual

STATE OF \_\_\_\_\_ }  
COUNTY OF \_\_\_\_\_ } SS:

\_\_\_\_\_ being duly sworn, deposes and says that the foregoing financial statement, taken from his books, is a true and accurate statement of his financial condition as of the date thereof and that the answers to the foregoing interrogatories are true.

Subscribed and sworn to before me this \_\_\_\_\_

\_\_\_\_\_  
(Applicant must sign here)

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Notary Public

---

#### Affidavit for Co-Partnership

STATE OF \_\_\_\_\_ }  
COUNTY OF \_\_\_\_\_ } SS:

\_\_\_\_\_ being duly sworn, deposes and says that he is a member of the firm of \_\_\_\_\_; that he is familiar with the books of the said firm showing its financial condition; that the foregoing financial statement, taken from the books of said firm, is a true and accurate statement of the financial condition of the said firm as of the date thereof and that the answer to the foregoing interrogatories are true.

Subscribed and sworn to before me this \_\_\_\_\_

\_\_\_\_\_  
(Member of firm must sign here)

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Notary Public

---

#### Affidavit for Corporation

STATE OF \_\_\_\_\_ }  
COUNTY OF \_\_\_\_\_ } SS:

\_\_\_\_\_ being duly sworn, deposes and says that he is \_\_\_\_\_ of the \_\_\_\_\_, corporation described in and which executed the foregoing statement; that he is familiar with the books of the said corporation showing its financial condition; that the foregoing financial statement, taken from the books of the said corporation, is a true and accurate statement of the financial condition of said corporation as of the date thereof and that the answers to the foregoing interrogatories are true.

Subscribed and sworn to before me this \_\_\_\_\_

\_\_\_\_\_  
(Officer must sign here)

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Notary Public